Hanging Signs / Banner Shipping Info

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

West Coast Franchise Expo
November 12 - 14, 2015
Anaheim Convention Center

HANGING SIGNS
Metropolitan is responsible for supervision, assembly, installation and removal of all hanging signs.

Remember:

1. All signs must be designed to comply with Show Management rules and regulations and facility limitations.
2. Make sure all signs, with the exception of cloth banners and signs under 100 lbs., have structurally engineered rigging points as well as blueprints displaying a current structural engineers stamp.
3. If your sign requires electricity, make sure it is in working order and in accordance with the National Electric Code. Place your order for electrical services and electrical labor on the Electrical Service Order Form.
4. Include engineer-stamped assembly and hanging instructions with the order.
5. Include exhibitor contact information with order.
6. If extra materials are needed to assemble or hang sign, fees will be applied for these materials.

TRUSS & HOISTS
Metropolitan is responsible for supervision, assembly, installation and removal of all truss.

Remember:

1. All trusses must be designed to comply with Show Management rules and regulations and facility limitations.
2. All trusses must be from a recognized manufacturer. Manufacturer load specifications for your truss must be at show site prior to rigging.
3. Climbing on truss is strictly prohibited.
4. All lamps and fixtures to be attached to truss must be in good working order and in compliance with the National Electric Code. Place your order for electrical services and electrical labor on the Electrical Services Order Form.
5. All hoists must be from a recognized manufacturer and must be in good working order.
6. Hoist maintenance records should be available for inspection by Metropolitan Exposition.

Please complete and return the Hanging Signs / Banners Order Form by October 28, 2015
By sending us this information in advance, you will help us assure your sign is properly assembled and installed.

SHIPPING INSTRUCTIONS
All "Okay to Proceed" hanging signs should be received in advance at the Metropolitan warehouse by November 4, 2015

Please ship all hanging signs in a separate container with the special sign label provided below. Mark bill of lading "hanging sign". Prepay all shipments. Collect shipments will be refused. See Material Handling Guidelines and Shipping Information.

METROPOLITAN exposition

RUSH - HANGING SIGN

FROM:

ADVANCE SHIPPING

TO: **West Coast Franchise Expo**

_____
Exhibiting Company

_____
Booth Number

c/o Metropolitan Exposition Services, Inc
UPS Freight c/o Crane Freight & Cartage
1320 W. Holt Ave
Pomona, CA 91768

Shipment should arrive between:
October 7, 2015 - November 4, 2015

Carrier _____

Number _____ of _____ Pieces

Hanging Signs / Banners Order Form

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PAYMENT AUTHORIZATION FORM MUST ACCOMPANY YOUR ORDER

Discount Deadline Date
October 28, 2015

West Coast Franchise Expo
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Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

***** NON-ELECTRICAL SIGNS & BANNERS ONLY*****

- All hanging signs that require electricity must be hung by the electrical union at the facility.
- All ceiling rigging must conform to show management rules and regulations and the facility limitations.
- All overhead hanging must be assembled, installed, removed and disassembled by Metropolitan. Exhibitors, display company and/or I&D representatives may supervise, but will not be allowed to assemble/disassemble or install/remove sign.
- Hanging anchor points must be pre-fabricated and ready for use.
- If any hang point supports over 250 lbs., notify Metropolitan immediately for special authorization.

SIGN DESCRIPTION, SIZE & WEIGHT

- For signs other than banners, include blue print or drawing with detailed information so hanging anchor points can be determined.

Type: ☐ Cloth Banner ☐ Metal or Wood

Shape: ☐ Square ☐ Triangle ☐ Rectangle

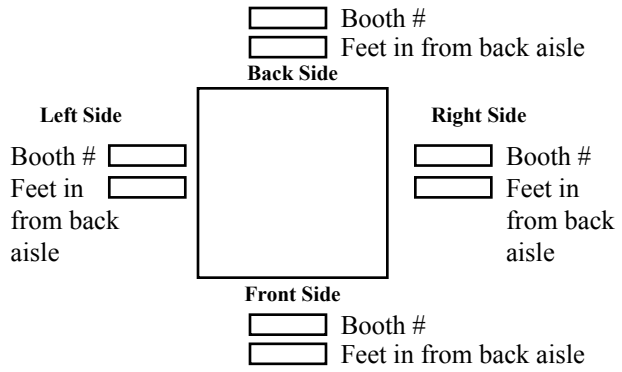
Size: Height _____ Length _____

Weight: _____ lbs.

Number of Feet form Floor to Top of Sign
_____ Feet (Must be in compliance with Show Rules and Regulations)

Does your sign require: ☐ Electricity
☐ Assembly
(Must provide set-up instructions)

PLACEMENT DIAGRAM - Use diagram below to represent your booth space. Indicate how far in from each boundary you would like your sign placed. The ceiling structure and relation to the support beams may require your sign to be moved from your specified location.



		DISCOUNT PRICE		SHOWSITE PRICE	
		Lift Crew	Extra Labor	Lift Crew	Extra Labor
Straight Time	8:00am to 4:30 pm, Monday - Friday	$472.33	$102.30	$614.02	$133.00
Overtime	All other times, Saturday & Holidays	$620.74	$171.52	$806.97	$222.98
Double Time	Sundays	$695.13	$206.71	$903.66	$268.74

Crew consists of one (1) Lift and two (2) Laborers
One hour minimums apply for crews and extra Laborers; thereafter, charges are assessed at ½ hour increments.
Start time guaranteed only when labor is requested for the start of the working day at 8:00am.
Supervisor must check in at Metropolitan Exposition Service Desk to pick-up labor.
Upon completion, the Supervisor must return crew to Metropolitan Service desk and approve the work order.
Labor must be cancelled in writing, 24 hours in advance to avoid one (1) hour cancellation or no-show fee per crew and / or worker.
Invoice will be calculated according to actual hours worked.

INSTALLATION LABOR

Description	Date	Start Time	# of Equipment Persons	Approx Hrs Per Person	Total Hours	Hourly Rate	Estimate Total

DISMANTLE LABOR - Allow sufficent Time for empty containers to be returned to your booth

Description	Date	Start Time	# of Equipment Persons	Approx Hrs Per Person	Total Hours	Hourly Rate	Estimate Total

Install Labor $_____+ Dismantle Labor $_____ = TOTAL $ _____

Payment Authorization Form

METROPOLITAN exposition
201.994.1300 (main) 201.994.1350 (fax)

METROPOLITAN exposition TRANSPORTATION
201.355.4109 (main) 201.355.4145 (fax)

METRO multimedia
201.340.2290 (main) 201.340.2108 (fax)

Company:	Booth:
Address:	West Coast Franchise Expo
	Phone:
Ordered by (Print):	
Email Address:	Fax:

CALCULATE ESTIMATED TOTALS

Furnishings and Accessories Order Forms		Signage & Graphics Order Form	
Executive Collection Order Form		Labor, Hanging Sign & In-Booth Forklift Orders	
Standard, Custom Cut & Plush Carpet Order Form		Material Handling & Accessible Storage Orders	
Rental Exhibit Booth Package & Accessories		Other (specify) _____	
		Total Estimate with tax to Metropolitan Exposition Services, Inc.	
		Please initial for estimates for Metropolitan Exposition Services, Inc.	
Metro-Trans Estimated Charges		*Total Estimate to Metropolitan Exposition Transportation, Inc.*	
		Please initial for estimates for Metropolitan Exposition Transportation, Inc.	

PAYMENT AUTHORIZATION

YOUR SIGNATURE ON THIS PAYMENT AUTHORIZATION FORM DENOTES ACCEPTANCE OF ALL TERMS & CONDITIONS INCLUDED ON THIS FORM AND IN YOUR SERVICE MANUAL.

#1 - Metropolitan Exposition Services, Inc., MetroMultiMedia Inc., and Metropolitan Exposition Transportation Inc., will each have separate charges and invoices, as applicable. Do not combine services or payments.
#2 - Metropolitan Exposition Transportation Inc. requires credit card payment as the only acceptable method of payment.
Company Check -Make payable to Metropolitan Exposition Services and/or MetroMultiMedia and reference **West Coast Franchise Expo**. Mail to 115 Moonachie Ave. Moonachie, NJ 07074.
* Please Note - Return checks are subject to a $25.00 bounced check fee. **ALL CHECKS REQUIRE A CREDIT CARD BACKUP.**
Wire Transfers -If paying by wire transfer for Metropolitan Exposition Service or MetroMultiMedia, please include a $25.00 surcharge for bank fees. **Please call for wire transfer details.**
Credit Card -For your convenience, Metropolitan Exposition Services, Inc., MetroMultiMedia Inc., or Metropolitan Exposition Transportation, Inc. will use this authorization to charge your credit card account for your advance orders, not paid by check or wire, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include all Metropolitan Exposition Services, Inc., MetroMultiMedia Inc., or Metropolitan Exposition Transportation, Inc. charges, and any charges that Metropolitan Exposition Services, Inc., MetroMultiMedia Inc., or Metropolitan Exposition Transportation Inc., may be obliged to pay on your behalf, including without limitation, any material handling charges and/or labor charges. Please complete the information requested below.

☐ AMEX ☐ VISA ☐ MasterCard ☐ Discover

																EXP. DATE
Account Number																
Security Code					Visa/MasterCard (3 Digits), Amex (4 Digits)											

Cardholder Printed Name:_____

Cardholder Billing Address: _____

City/State/Zip:_____

***** The cardholder named above hereby authorizes Metropolitan Exposition Services, Inc., MetroMultiMedia Inc., and Metropolitan Exposition Transportation Inc. to charge my credit card for the actual costs of the services estimated above and any additional service and amount including, but not limited to, labor to install or dismantle booth and or material handling. If my carrier fails to pick up my freight before the published forced freight time, I acknowledge and agree that I will incur charges from Metropolitan Exposition Transportation, Inc. If there is any intent to commit fraud, I will be held to full extent of the law.**

CARDHOLDER SIGNATURE: _____DATE: _____

PAYMENT POLICY: -Metropolitan Exposition Services, Inc., MetroMultiMedia, Inc. and Metropolitan Exposition Transportation, Inc., each require payment of estimated costs in full, including applicable taxes, at the time services are ordered. All services will be denied without complete payment. All adjustments to charges are to be made at show site. NO CREDITS WILL BE MADE AFTER SHOW CLOSING. Payments in check form **must** be in US Dollars from a US Bank.
TAX EXEMPT STATUS: -If you are exempt from paying sales tax, you must forward a certificate of exemption for the state in which the services are to be used at or prior to the time of payment. Resale certificates are not valid unless you are rebilling these charges to your customer. (All Metro Trans services are non-taxable)
EQUIPMENT: -You are responsible for payment on any Metropolitan Exposition Services, Inc. rental equipment within your booth.

By signing this form you acknowledge and agree that if your order is received after the Discount Price Deadline Date you are subject to higher rates.

Third Party Billing Request

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You may arrange for a third party to handle your display and be billed for services. Both companies must complete this form in its entirety and return by the deadline date. It is understood and agreed that the exhibiting company is ultimately responsible for payment of all charges. If the named third party does not pay the invoice before the last day of the show, all charges will revert to you, the exhibiting company. All invoices are due and payable upon receipt.

Exhibiting Company: _____

Address: _____

City, State, ZIP: _____

Phone: _____ Fax: _____

Authorized By (Print): _____ Email: _____

Credit Card Charge Authorization: ☐ AMEX ☐ VISA ☐ MasterCard ☐ Discover EXP. DATE

Account Number																	
Security Code					Visa/Master Card (3 Digits), Amex (4 Digits)												

Cardholder Printed Name: _____

Cardholder Billing Address: _____

City/State/Zip: _____

The items checked below are to be invoiced to the Exhibiting Company:

☐ All Services ☐ I&D Labor ☐ Rental Furniture ☐ Signs ☐ Material Handling

☐ Metropolitan Exposition Transportation ☐ MetroMultiMedia ☐ Other (specify): _____

Cardholder Signature: _____

Third Party Name: _____

Address: _____

City, State, Zip: _____

Phone: _____ Fax: _____

Authorized By (Print): _____ Email: _____

Credit Card Charge Authorization: ☐ AMEX ☐ VISA ☐ MasterCard ☐ Discover EXP. DATE

Account Number																	
Security Code					Visa/Master Card (3 Digits), Amex (4 Digits)												

Cardholder Printed Name: _____

Cardholder Billing Address: _____

City/State/Zip: _____

The items checked below are to be invoiced to the Third Party:

☐ All Services ☐ I&D Labor ☐ Rental Furniture ☐ Signs ☐ Material Handling

☐ Metropolitan Exposition Transportation ☐ MetroMultiMedia ☐ Other (specify): _____

Cardholder Signature: _____